HRAPAY

AGENCY PAYROLL
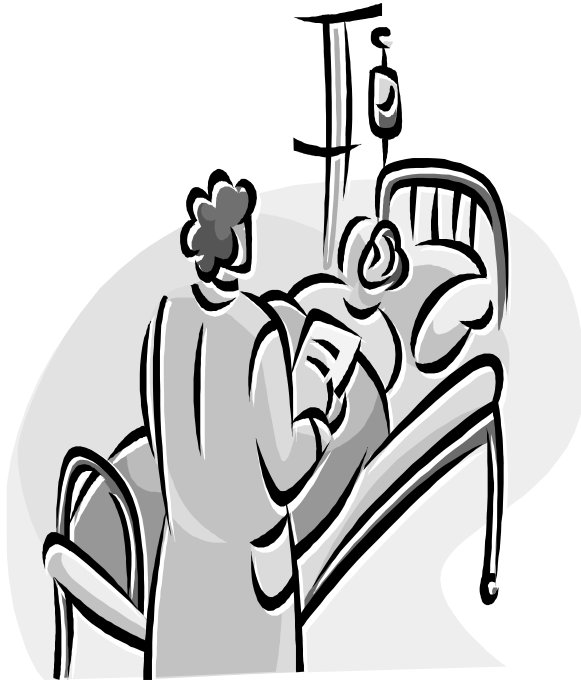
Chapter 6 – Catastrophic Leave

6-1

This process is used by the Agency Central Time Management role to process approved employee's donations and withdrawals (awards) from/to an Agency Catastrophic Leave Bank.

An employee will submit a formal request to donate leave to the Catastrophic Leave Pool or apply for an award (withdrawal) of Catastrophic Leave hours. Both requests must be approved before it is processed in AASIS.

Catastrophic Leave

6-2

There are five activities used to establish the catastrophic leave transactions between the employee and the catastrophic leave pool: (1) Designate the catastrophic leave pool that the employee may donate hours to or receive hours from; (2) Process approved employee donation to the pool; (3) Process approved employee request for hours from the pool; (4) Process transfer of annual and/or sick leave that was accrued while on catastrophic leave, from employee leave account to the catastrophic leave pool; and (5) Process transfer of unused catastrophic leave back to catastrophic leave pool

HRAPAY – 09/16/04

Demonstration

Catastrophic Leave Pool Relationship (PA61)

6-3
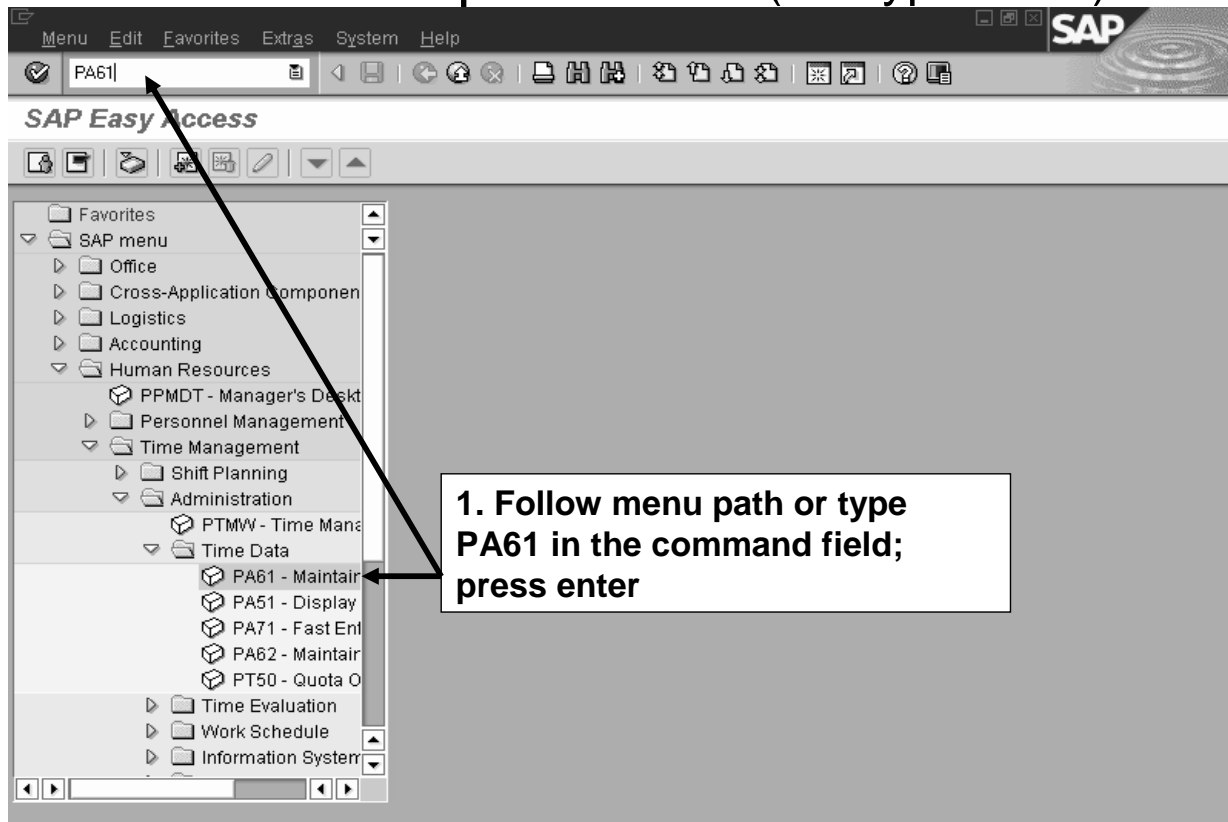
EXERCISE SCENARIO

An employee has submitted a approved request to donate 40 hours of annual leave to the Catastrophic Leave Pool. Process the donation in AASIS.
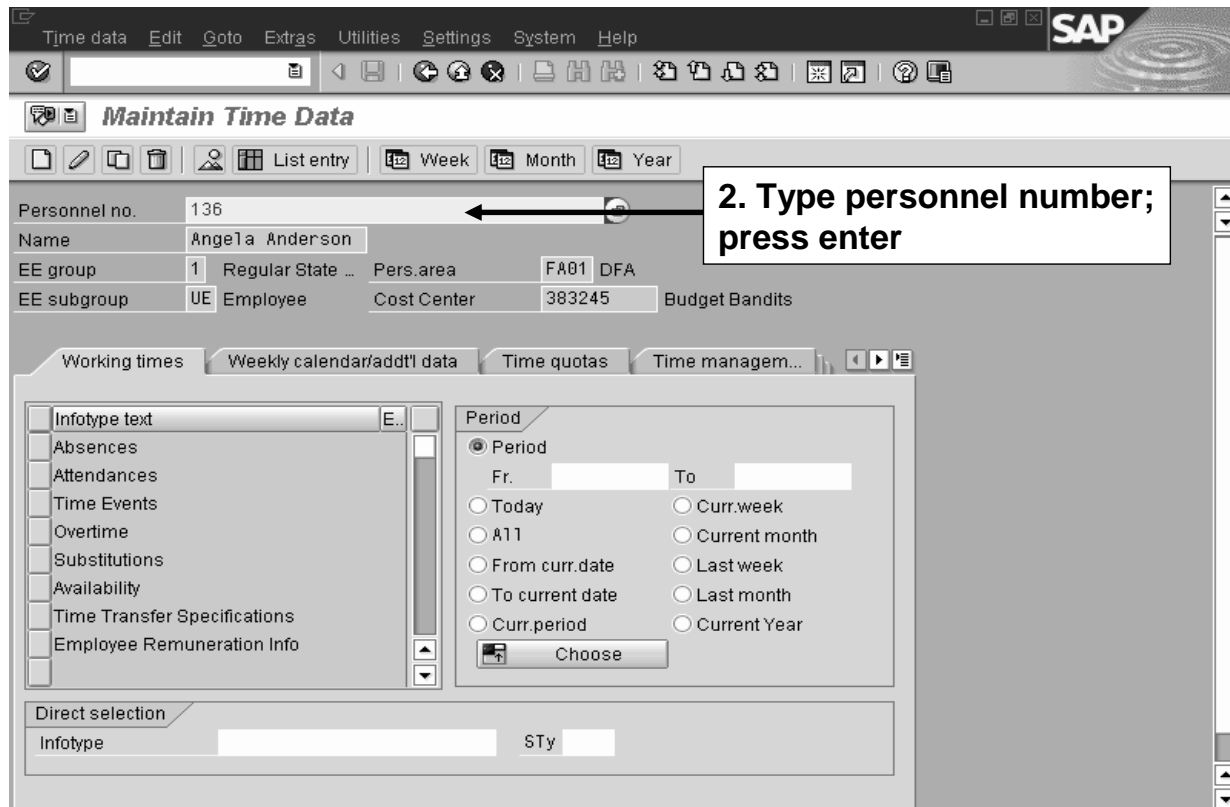
6-4

HRAPAY – 09/16/04

Catastrophic Leave (Infotype 0696)

Menu Edit Favorites Extras System Help

PA61

SAP Easy Access

- Favorites
- ▽ SAP menu
  - ▷ Office
  - ▷ Cross-Application Componen
  - ▷ Logistics
  - ▷ Accounting
  - ▽ Human Resources
    - PPMDT - Manager's Deskt
    - ▷ Personnel Management
    - ▽ Time Management
      - ▷ Shift Planning
      - ▽ Administration
        - PTMW - Time Mana
        - ▽ Time Data
          - PA61 - Maintain
          - PA51 - Display
          - PA71 - Fast Ent
          - PA62 - Maintain
          - PT50 - Quota O
      - ▷ Time Evaluation
      - ▷ Work Schedule
      - ▷ Information System

1. Follow menu path or type PA61 in the command field; press enter

6-5

The menu path is: Human Resources > Time Management > Administration > Time Data > Maintain.

Catastrophic Leave (Infotype 0696)

Always verify the employee's name before you process any master data changes.
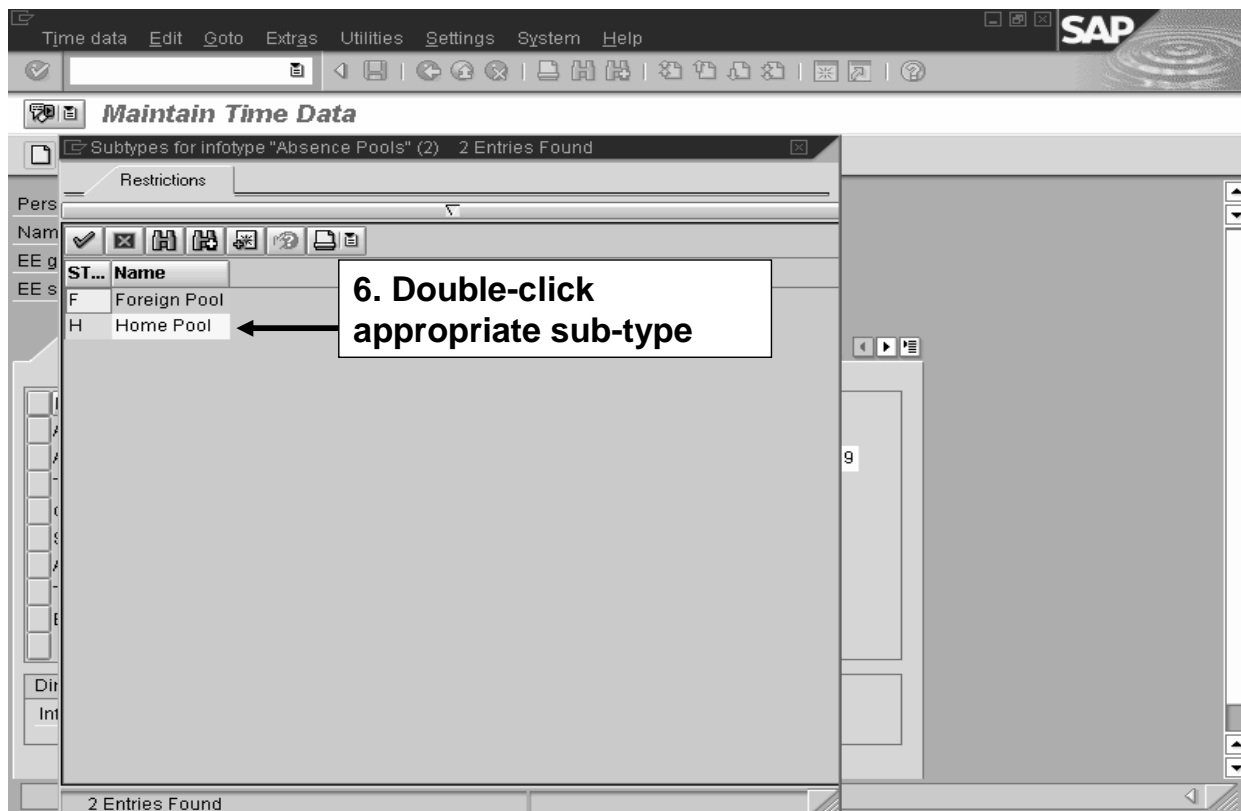
Catastrophic Leave (Infotype 0696)

By entering the end date of 12/31/9999, you will only have to establish relationship to the approved catastrophic leave pool once.

Infotype 0696 is Absence Pools used to establish the employee's relationship to the catastrophic leave pool.

Note: This infotype must be created before processing any leave donations and/or leave withdrawals to/from the Catastrophic Leave Pool.

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Catastrophic Leave (Infotype 0696)

Note: The original relationship is assigned to the home pool. When donating or awarding leave and additional hours are needed than what the home pool has, the employee can be assigned to a foreign pool within their Agency.

A foreign pool will be defined as anything outside of the employee's subarea. (For example, an employee in NEL1 subarea, the home pool will be N1 and the foreign pool could be O1).

It is the Agency's responsibility to insure that there are sufficient hours in all leave pools.

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Catastrophic Leave (Infotype 0696)

7. Click to create

6-9

The home pool will be identified based upon the employee's personnel subarea assigned on Infotype 0001 (Organizational Assignment)

For example: An employee with the subarea of: NEL1 - the Agency's leave pool ends with N1;

NEL3 – the Agency's leave pool ends with N3

OAL1, OBL1, OCL1 – the Agency's leave pool ends with O1

OAL3, OBL3, OCL3 – the Agency's leave pool ends with O3

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Catastrophic Leave (Infotype 0696)

Infotype   Edit   Goto   Extras   System   Help

Create Absence Pools

Personnel No	136		Name	Angela ...	Status	Active
EE group	1	Regular State Em...	Personnel ar	FA01	DFA	
EE subgroup	UE	Employee	SSN	777-32-6500		
Start	08/16/2004	bis	12/31/9999			

Absence Pools

Pool ID | |

- Riverside Vo-Tech O1
- Department of Workforce Ed O1
- Dept of Finance and Admin O1
- Department of Health O1
- Black River Tech O1
- Ozarka Tech O1
- Department of Human Services O1
- AR Dept of Economic Development O1
- Employment Sercurity Division O1
- Dept of Parks and Tourism O1

8. Click the drop down and choose the appropriate pool

6-10

Choose the appropriate pool within your Agency.

Remember the home pool will be displayed based upon the employee's personnel subarea

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Catastrophic Leave (Infotype 0696)

Catastrophic Leave (Infotype 0696)

You will receive a message stating, "Record created". You have established a pool relationship where the employee can donate hours to and be awarded hours from. You may establish other relationships if desired. An employee may only have one (1) home pool establishment and up to three (3) foreign pool establishments. To establish other relationships, repeats steps 5 – 10.

If the employee transfers to another Business area in AASIS, his/her Catastrophic Leave Pool relationship must end and a new relationship must be created at the new Agency.

HRAPAY – 09/16/04

Demonstration

Donate to Catastrophic Leave Pool
(PA61)

6-13

Donate to Catastrophic Leave Bank
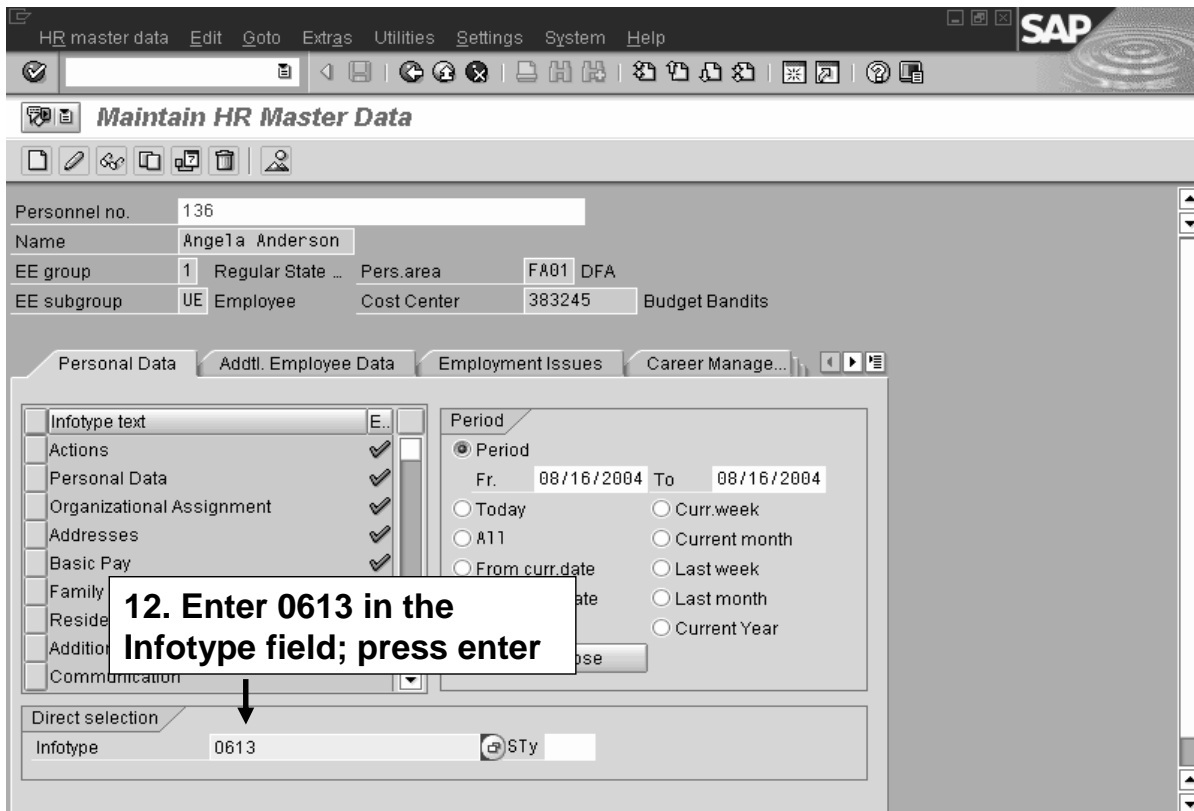

11. Enter desired date in the From and To fields

6-14

Use these steps to process the actual donation of hours to the catastrophic leave pool. **If the establishment has not occurred in AASIS first, you will receive an error message.**

The date in the From and To field must be the same.

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Donate to Catastrophic Leave Bank
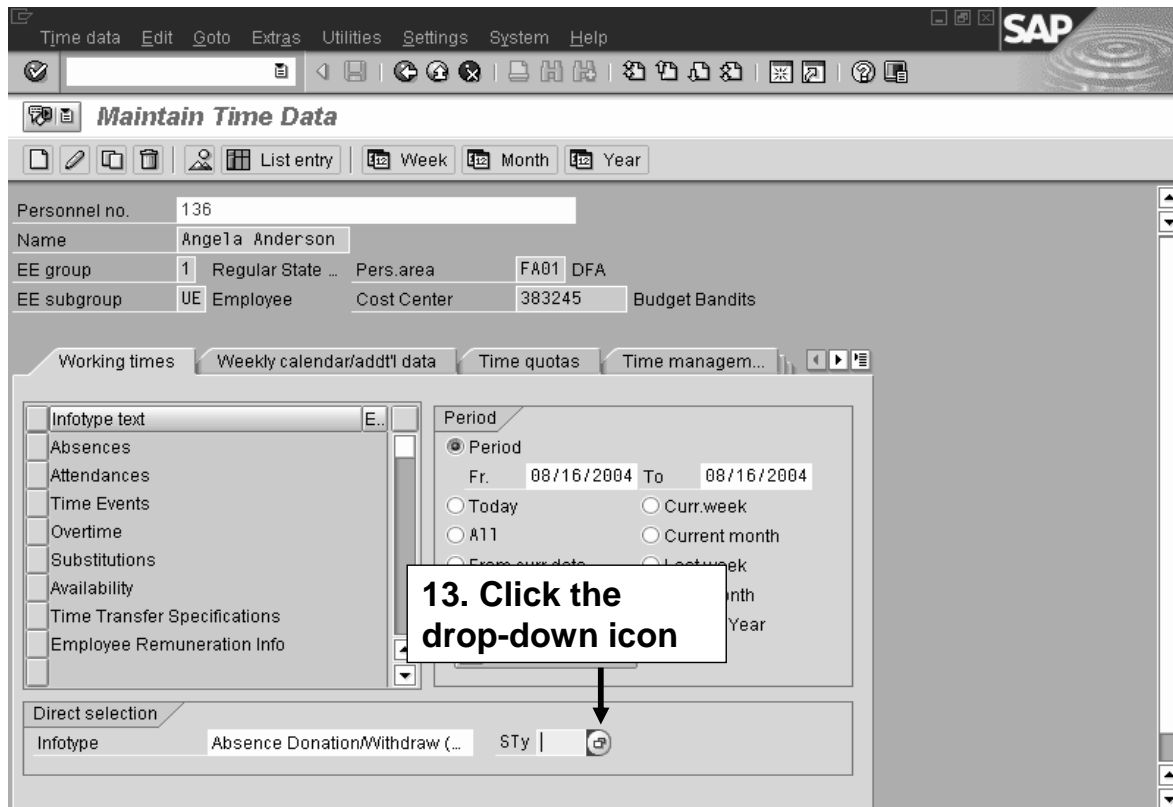

12. Enter 0613 in the Infotype field; press enter

6-15

Infotype 0613 is Absence Donation Administration US.

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Donate to Catastrophic Leave Bank

13. Click the drop-down icon

6-16

Donate to Catastrophic Leave Bank
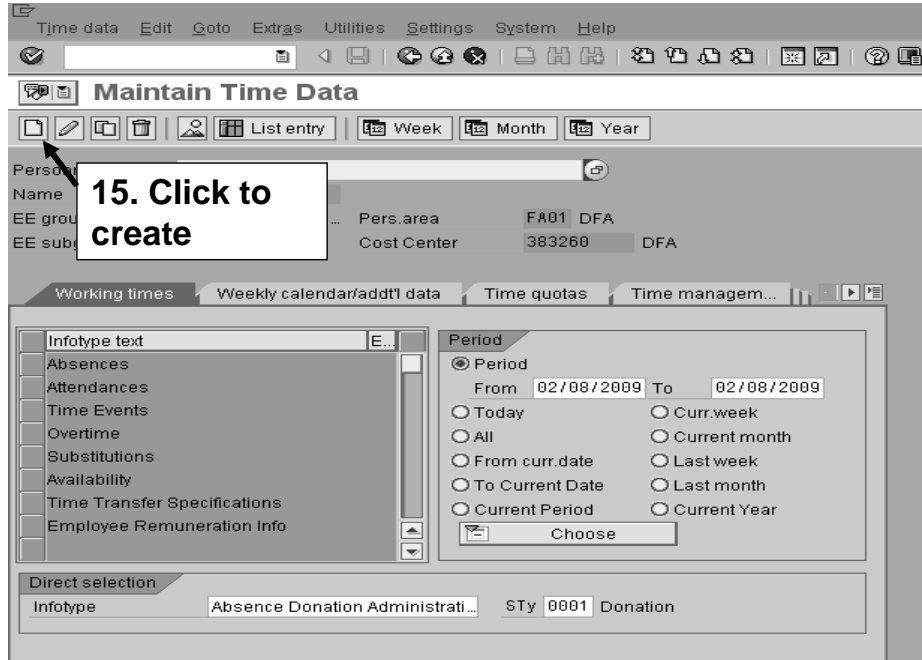

14. Click the appropriate sub-type
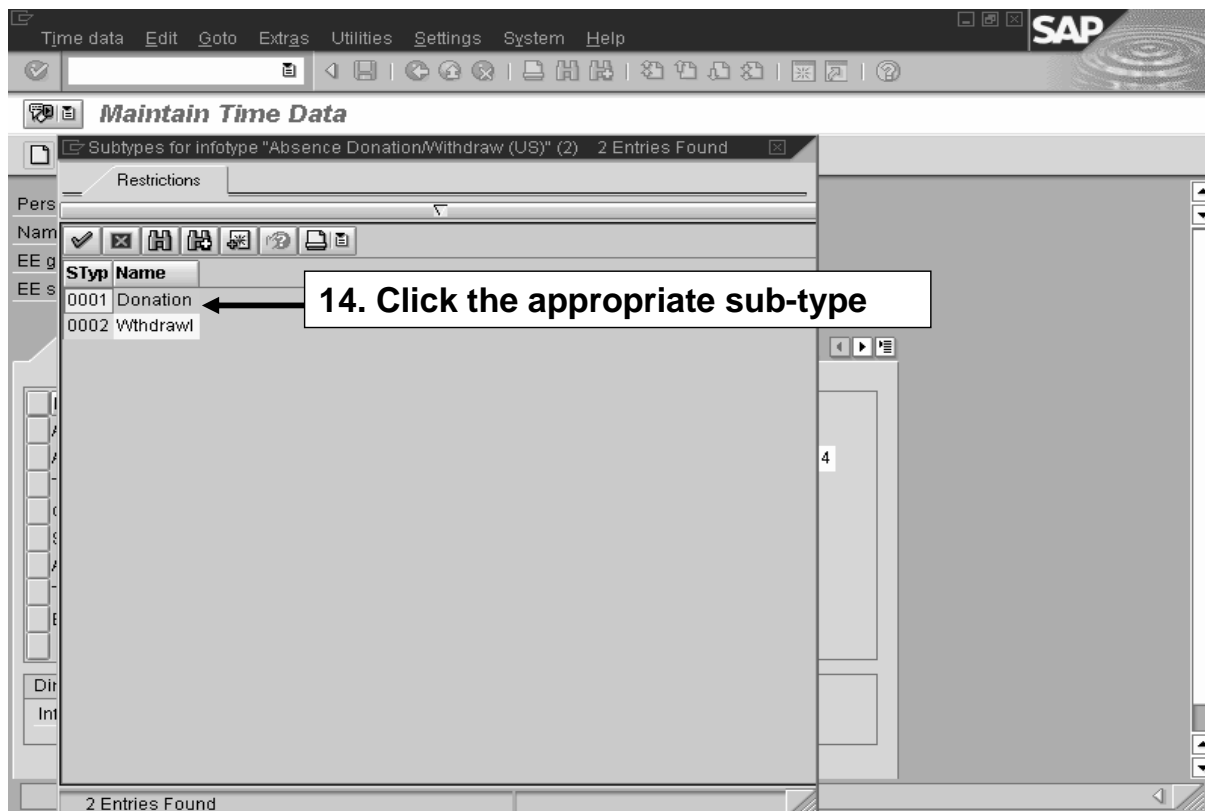
6-17

0001 Donation - will be used when the employee desires to donate annual or sick leave; transfer unused catastrophic leave back to pool; transfer accrued annual and/or sick leave back to leave pool.

This action will reduce employees quota upon saving. A 0416 (Time Quota Compensation) infotype will also be created. This will not result in a payout to the employee.

Donate to Catastrophic Leave Bank

HRAPAY – 09/16/04

Donate to Catastrophic Leave Bank

16. Click the drop-down and choose appropriate absence quota

6-19

The employee is only allowed to donate annual or sick leave to the catastrophic leave pool.

Donate to Catastrophic Leave Bank

Infotype   Edit   Goto   Extras   System   Help

Create Absence Donation Administration US

Personnel No	281	Name	Diane L...	Status	Active
EE group	1	Regular State Em...	Personnel ar	FA01	DFA
EE subgroup	UE	Employee	SSN	994-23-3326	
Start	02/08/2009				

Absence Donation Administration US
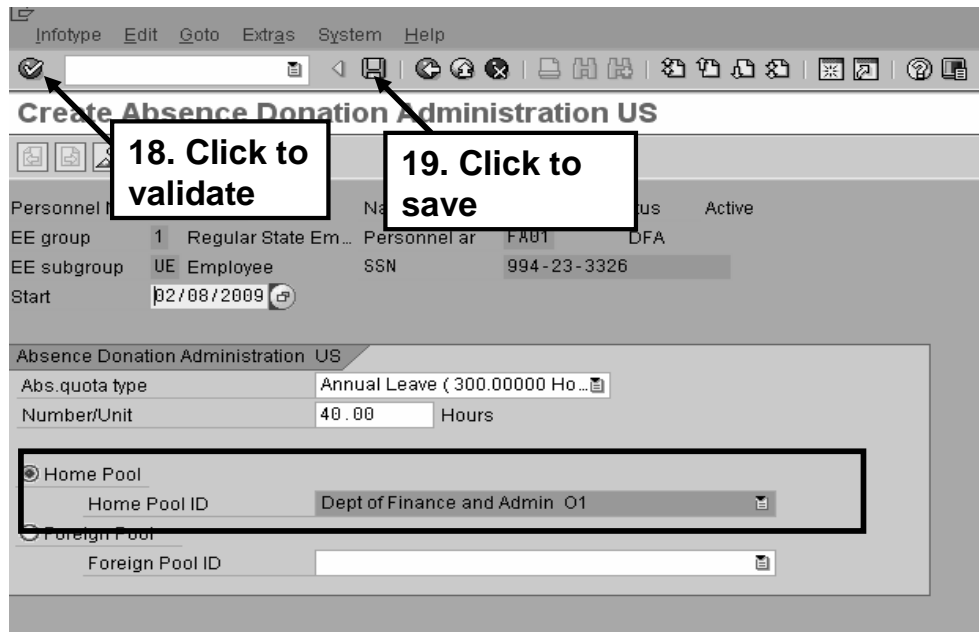
Abs.quota type	Annual Leave (300.00000 Ho
Number/Unit	40.00 Hours

◉ Home Pool
     Home Pool ID   Dept of Finance and Admin O1
○ Foreign Pool
     Foreign Pool ID

17. Type desired number of hours

6-20

Donate to Catastrophic Leave Bank

Note: The Home Pool will default based upon the pool selected in establishing the relationship.

Donate to Catastrophic Leave Bank

Remember this action will reduce the employee's quota upon saving. It will also produce an Infotype 0416 (Time Quota Compensation) record for tracking purposes only.

HRAPAY – 09/16/04

Catastrophic Leave

DEMONSTRATION PURPOSES ONLY

Display Time Quota Compensation

| Personnel No |
EE group	1	Regular State Em...	Personnel ar	FA01	DFA
WS rule	OPEN08	Open Sch...	SSN	777-32-6500
Start	08/16/2004		Chg.	10/08/2004	DMHILL02

Comp. method   1800 Free Quota Compensation

Compensation specifications

Time quota type	01	Annual Leave
Compensation rule	000	
No. to compensate	40.00000

☑ Compensation using default ✓
☐ Manual compensation

☑ Do not account

Absence quotas

ATy	Quota text	Entitl.	Unit	Comp.	Rem.	WT	Amount	Curr...	Deduction
01	Annual Leave	104.00000	Hours	40.00000	64.00000		0.00		☑ 09/16/2003

6-23

The "Do not account" box will default indicating the hours listed will not be compensated.

Demonstration

Catastrophic Leave Pool Relationship (PA61)

6-24
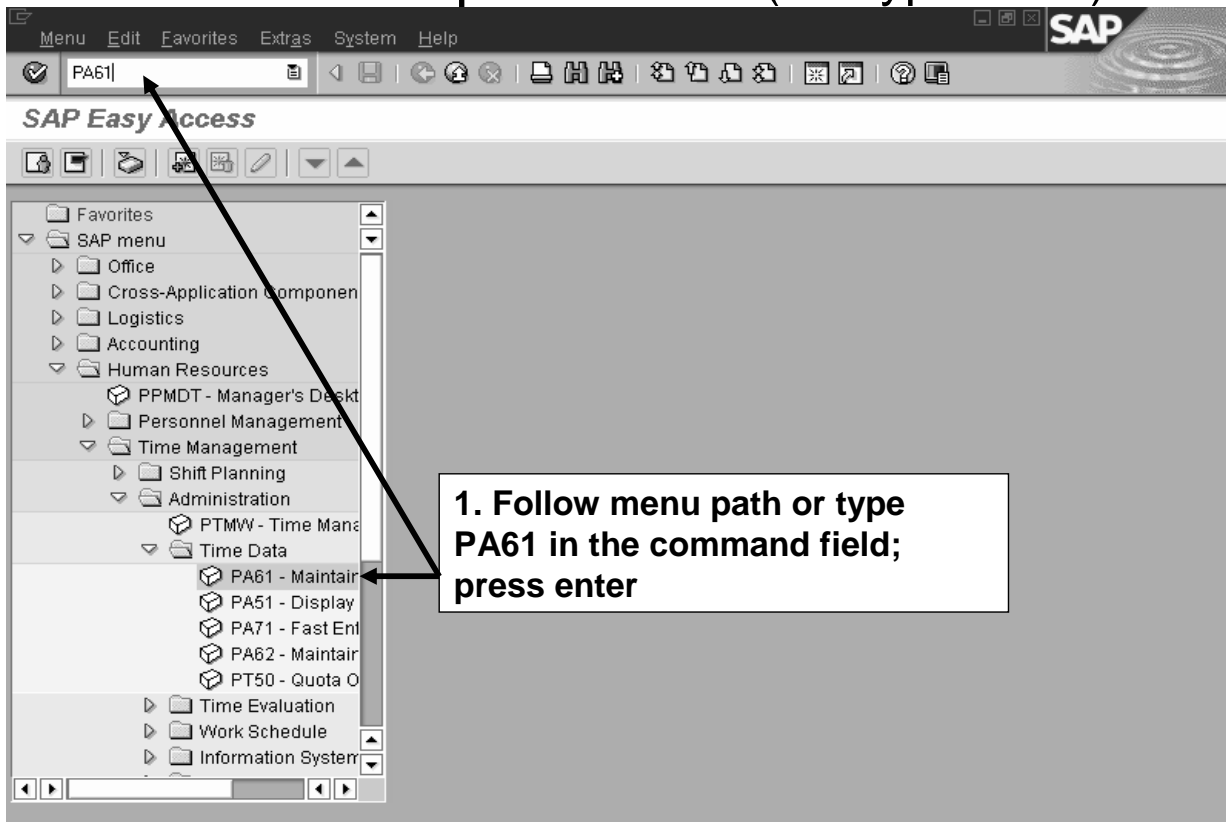
EXERCISE SCENARIO

An employee has been approved by the Catastrophic leave committee an award of 200 leave hours. Process the withdrawal in AASIS

6-25

HRAPAY – 09/16/04

Catastrophic Leave (Infotype 0696)

1. Follow menu path or type PA61 in the command field; press enter
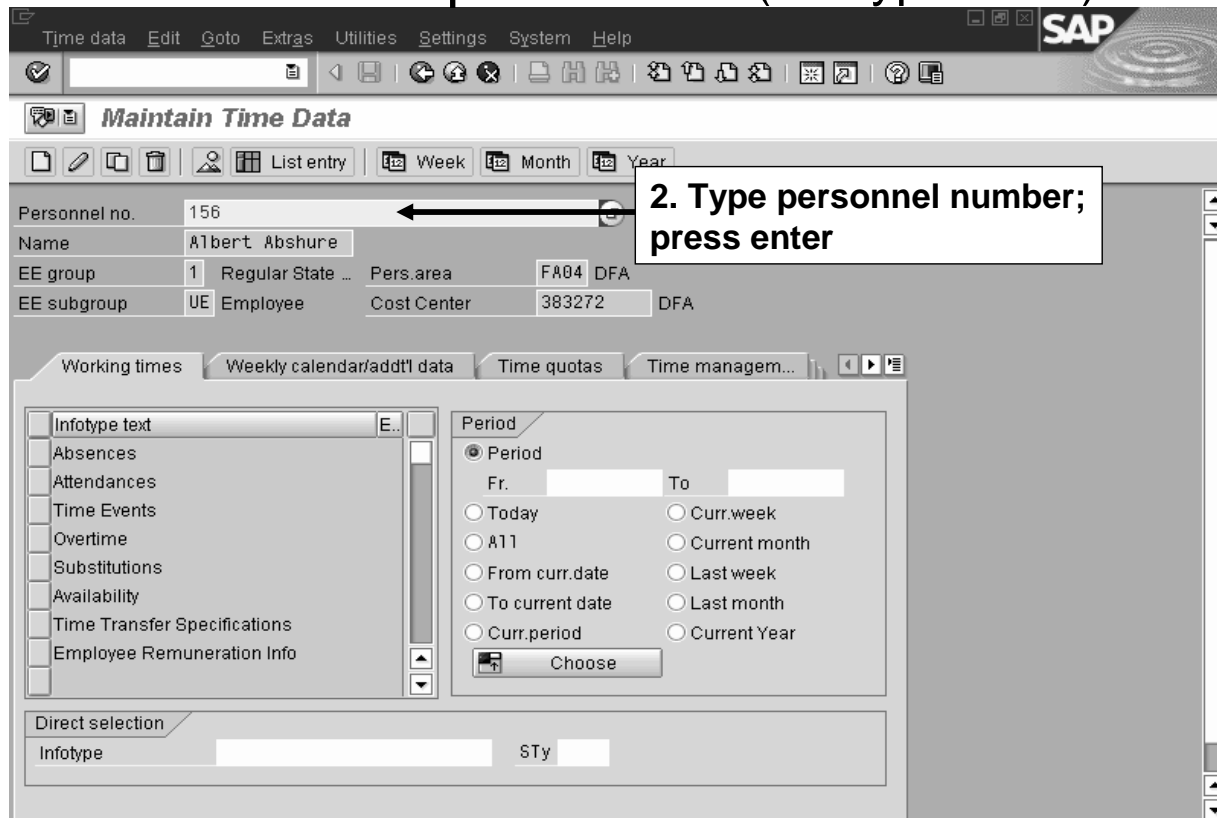
6-26

The menu path is: Human Resources > Time Management > Administration > Time Data > Maintain.

Catastrophic Leave (Infotype 0696)

2. Type personnel number; press enter

6-27

Always verify the employee's name before you process any master data changes.

Catastrophic Leave (Infotype 0696)

6-28

By entering the end date of 12/31/9999, you will only have to establish relationship to the approved catastrophic leave pool once. **If the employee has an existing home pool establishment within your Agency, skip to step 11**.

Infotype 0696 is Absence Pools used to establish the employee's relationship to the catastrophic leave pool.

Note: This infotype must be created before processing any leave donations and/or leave withdrawals to/from the Catastrophic Leave Pool.

HRAPAY – 09/16/04

Catastrophic Leave (Infotype 0696)

Time data Edit Goto Extras Utilities Settings System Help

Maintain Time Data

Subtypes for infotype "Absence Pools" (2)   2 Entries Found

Restrictions

Pers

Nam

EE g

EE s

ST...	Name
F	Foreign Pool
H	Home Pool

6. Double-click appropriate sub-type

Dir

Int

2 Entries Found
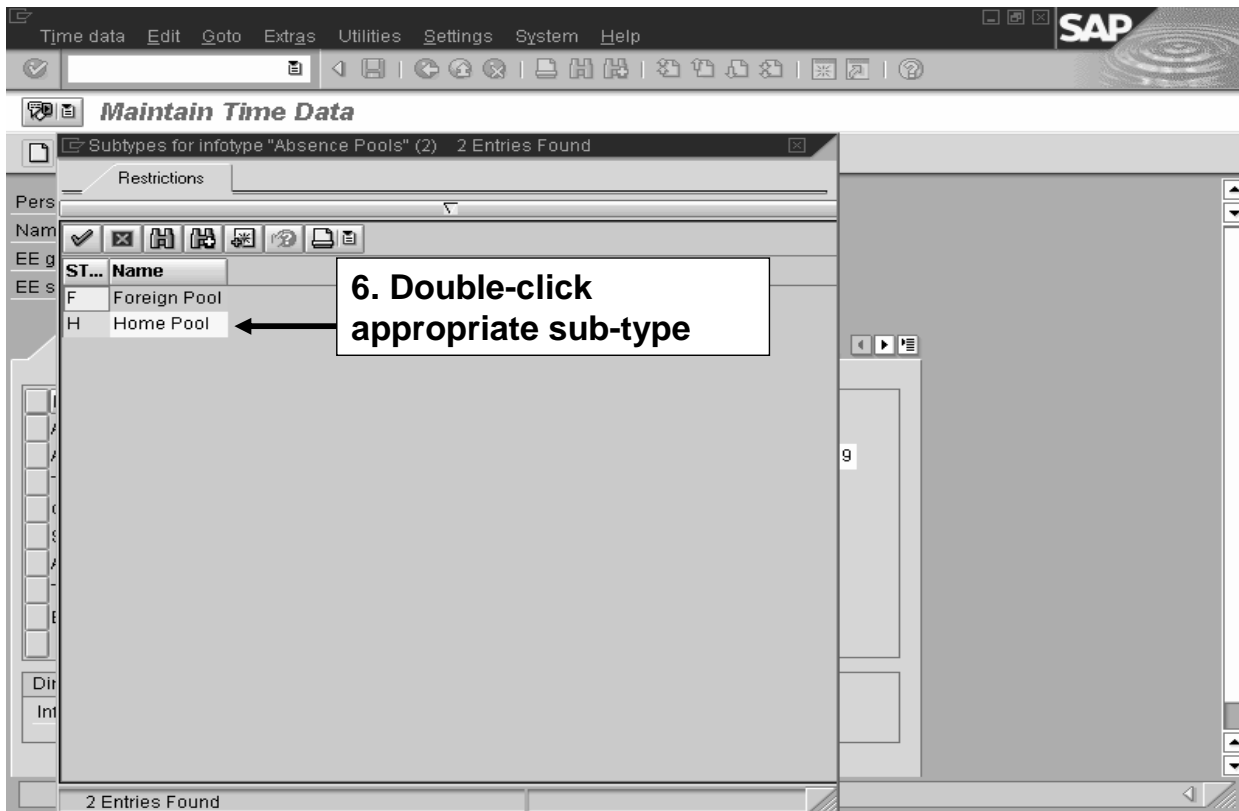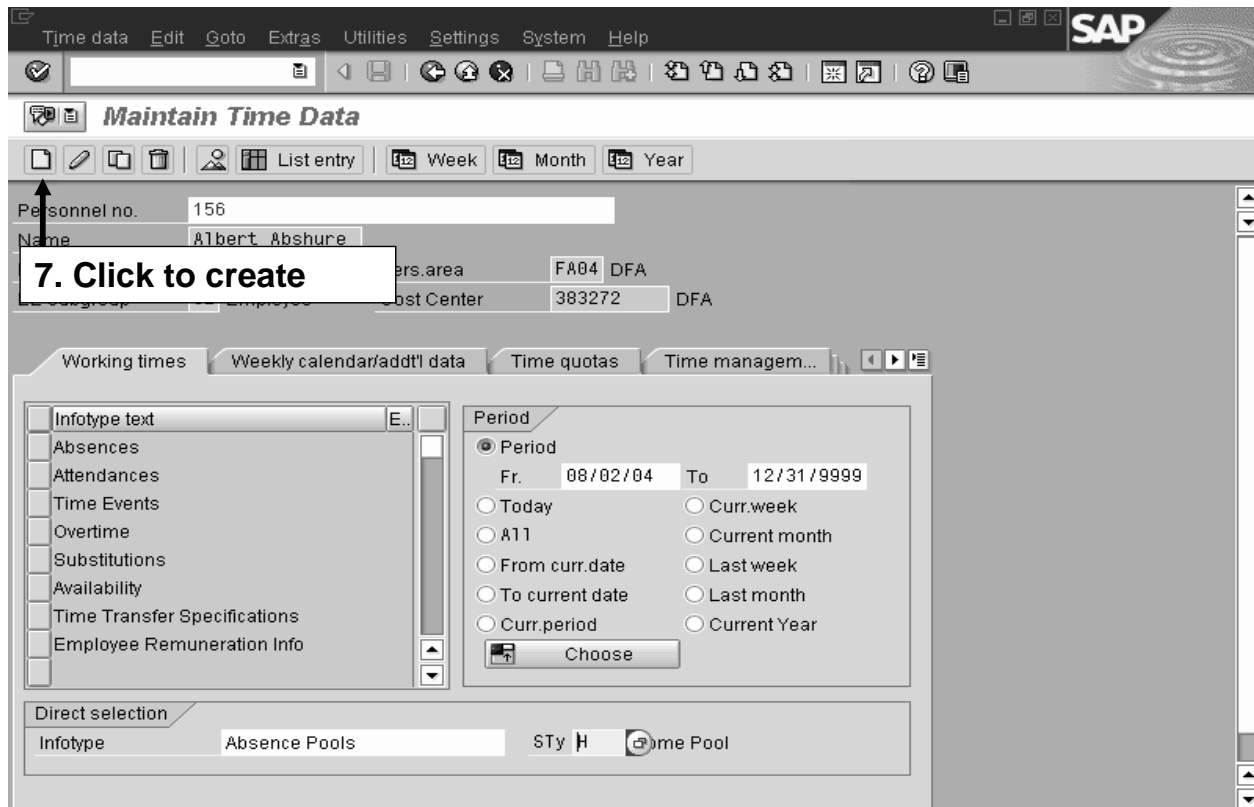
6-29

Note: The original relationship is assigned to the home pool. When donating or awarding leave and additional hours are needed than what the home pool has, the employee can be assigned to a foreign pool within their Business area.

A foreign pool is defined as anything outside of the employee's subarea. (For example, an employee in NEL1 subarea, the home pool will be N1 and the foreign pool could be O1).

It is the Agency's responsibility to insure that there are sufficient hours in all leave pools.

HRAPAY – 09/16/04

Catastrophic Leave (Infotype 0696)

6-30

The home pool will be identified based upon the employee's personnel subarea assigned on Infotype 0001 (Organizational Assignment)

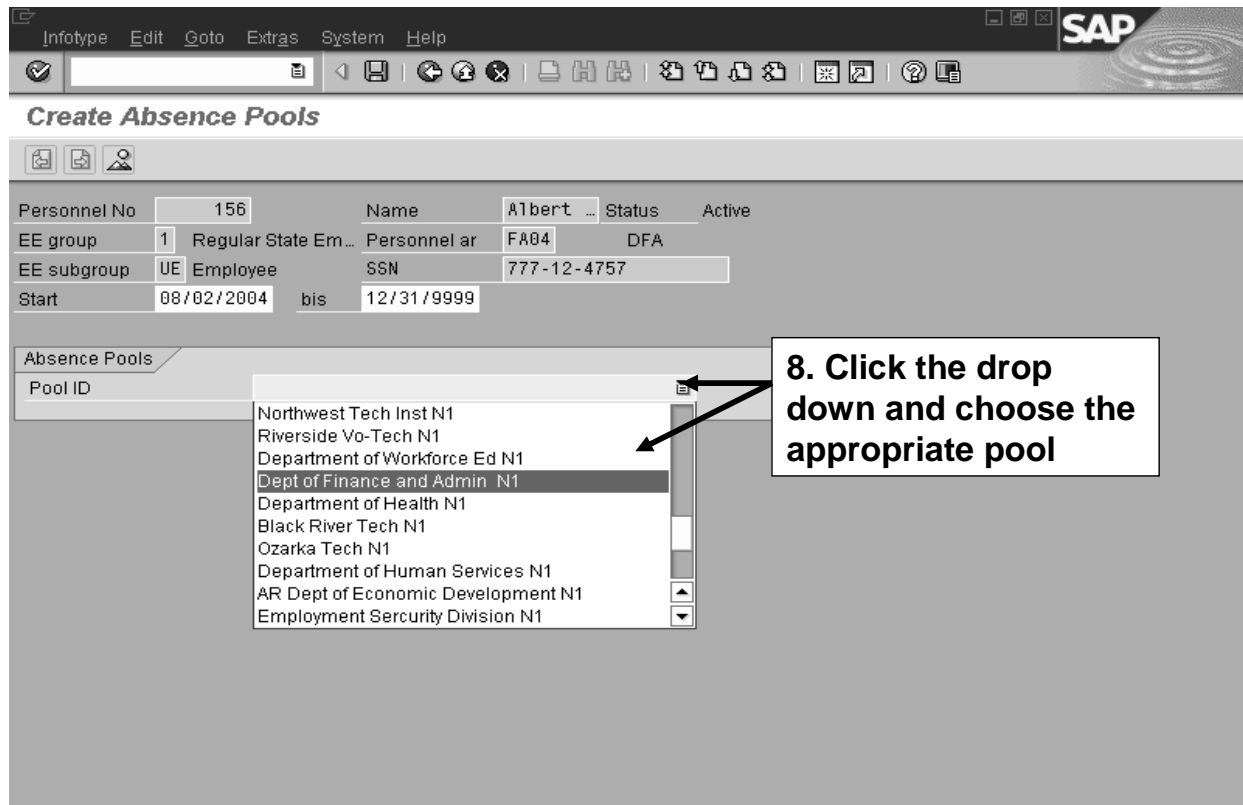**For example: An employee with the subarea of:**

NEL1 - the Agency's leave pool ends with N1;

NEL3 – the Agency's leave pool ends with N3

OAL1, OBL1, OCL1 – the Agency's leave pool ends with O1

OAL3, OBL3, OCL3 – the Agency's leave pool ends with O3

HRAPAY – 09/16/04

Catastrophic Leave (Infotype 0696)

```
Infotype   Edit   Goto   Extras   System   Help                    SAP

Create Absence Pools

Personnel No        156          Name        Albert ...  Status    Active
EE group        1   Regular State Em...  Personnel ar  FA04    DFA
EE subgroup    UE   Employee     SSN         777-12-4757
Start              08/02/2004   bis  12/31/9999

Absence Pools                                        ┌─────────────────────┐
Pool ID                                              │ 8. Click the drop   │
              ┌──────────────────────────────────┐   │ down and choose the │
              │ Northwest Tech Inst N1          │   │ appropriate pool    │
              │ Riverside Vo-Tech N1            │   └─────────────────────┘
              │ Department of Workforce Ed N1   │
              │ Dept of Finance and Admin  N1   │
              │ Department of Health N1         │
              │ Black River Tech N1             │
              │ Ozarka Tech N1                  │
              │ Department of Human Services N1 │
              │ AR Dept of Economic Development N1 │
              │ Employment Sercurity Division N1 │
              └──────────────────────────────────┘
```
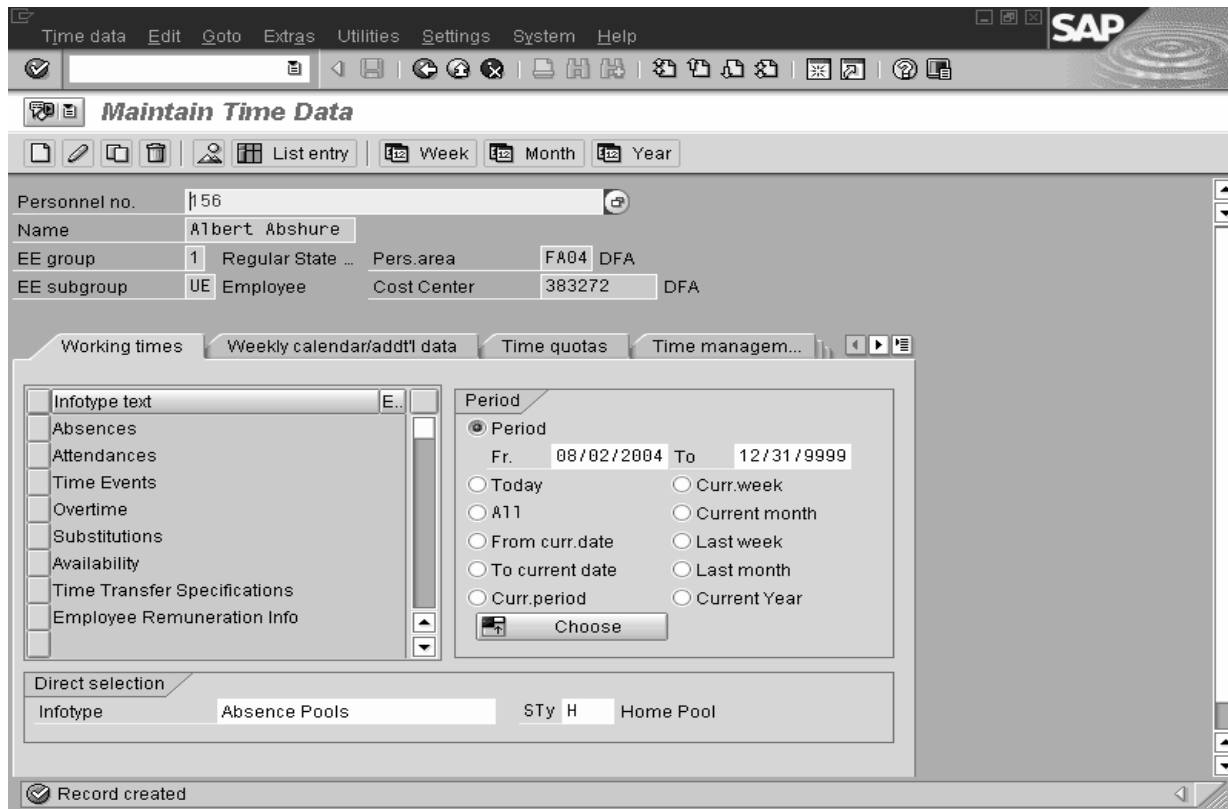
6-31

Choose the appropriate pool within your Agency.

Remember the home pool will be displayed based upon the employee's personnel subarea

HRAPAY – 09/16/04

Catastrophic Leave (Infotype 0696)

9. Click to validate

10. Click to save

Create Absence Pools

			Status	Active
State Em...	Personnel ar	FA04	DFA	
EE subgroup	UE Employee	SSN	777-12-4757	
Start	08/02/2004	bis	12/31/9999	

Absence Pools

Pool ID   Dept of Finance and Admin N1

6-32

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Catastrophic Leave (Infotype 0696)

6-33

You will receive a message stating, "Record created". You have established a pool relationship where the employee can donate hours to and be awarded hours from. You may establish other relationships if desired. An employee may only have one (1) home pool establishment and up to three (3) foreign pool establishments. To establish other relationships, repeats steps 5 – 10.

If the employee transfers to another Business area in AASIS, his/her Catastrophic Leave Pool relationship must end and a new relationship must be created at the new Agency.

HRAPAY – 09/16/04

Demonstration

Award Catastrophic Leave
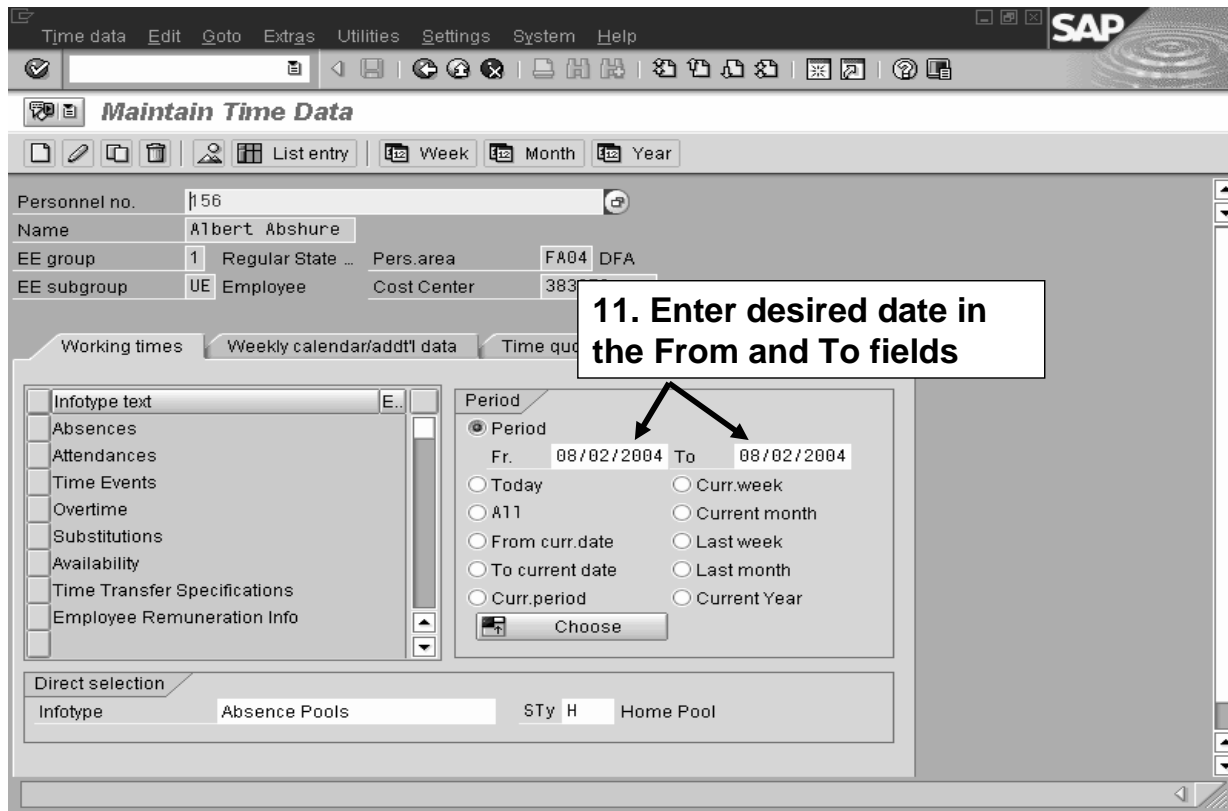## (PA61)

6-34

Before creating infotype 0613 (Absence Donation/Withdraw US) to award hours from the catastrophic leave pool, verify that there is an existing Catastrophic Leave quota (08) in Transaction PT50 (Quota overview) using the Expand pushbutton with a validity date of 12/31/9999.

If no quota exists for Catastrophic Leave (08), you must create it in Transaction PA61 (Maintain Time Data) on Infotype 2006 (Absence Quotas) before creating Infotype 0613 (Absence Donation Administration US) and before using the CATL absence type in CATS.

Note: Infotype 2006 creates the quota with a zero balance and Infotype 0613 increases the quota balance.

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Award Catastrophic Leave

Use these steps to process the actual withdrawal of hours from the catastrophic leave pool. **If the establishment has not occurred in AASIS first, you will receive an error message.**

The date in the From and To field must be the same.

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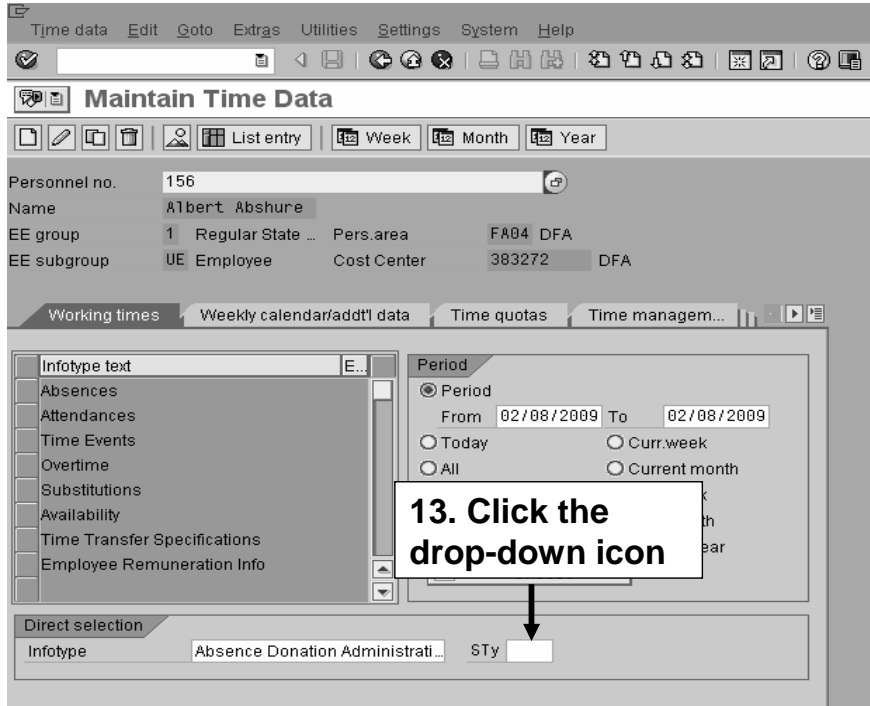# Award Catastrophic Leave

```
Time data   Edit   Goto   Extras   Utilities   Settings   System   Help

Maintain Time Data

    List entry     Week     Month     Year

Personnel no.    156
Name             Albert Abshure
EE group         1   Regular State …   Pers.area      FA04  DFA
EE subgroup      UE  Employee          Cost Center    383272        DFA

  Working times      Weekly calendar/addt'l data     Time quotas     Time managem...

  Infotype text            E...        Period
  Absences                             ● Period
  Attendances                            From   02/08/2009  To    02/08/2009
  Time Events                          ○ Today              ○ Curr.week
  Overtime                             ○ All                ○ Current month
                                       ○ From curr.date     ○ Last week
                                       ○ To Current Date    ○ Last month
                                       ○ Current Period     ○ Current Year
                                               Choose

  Direct selection
  Infotype        0613                          STy
```

12. Enter 0613 in the Infotype field; press enter

6-36

Infotype 0613 is Absence Donation Administration US.

Award Catastrophic Leave

HRAPAY – 09/16/04

Award Catastrophic Leave
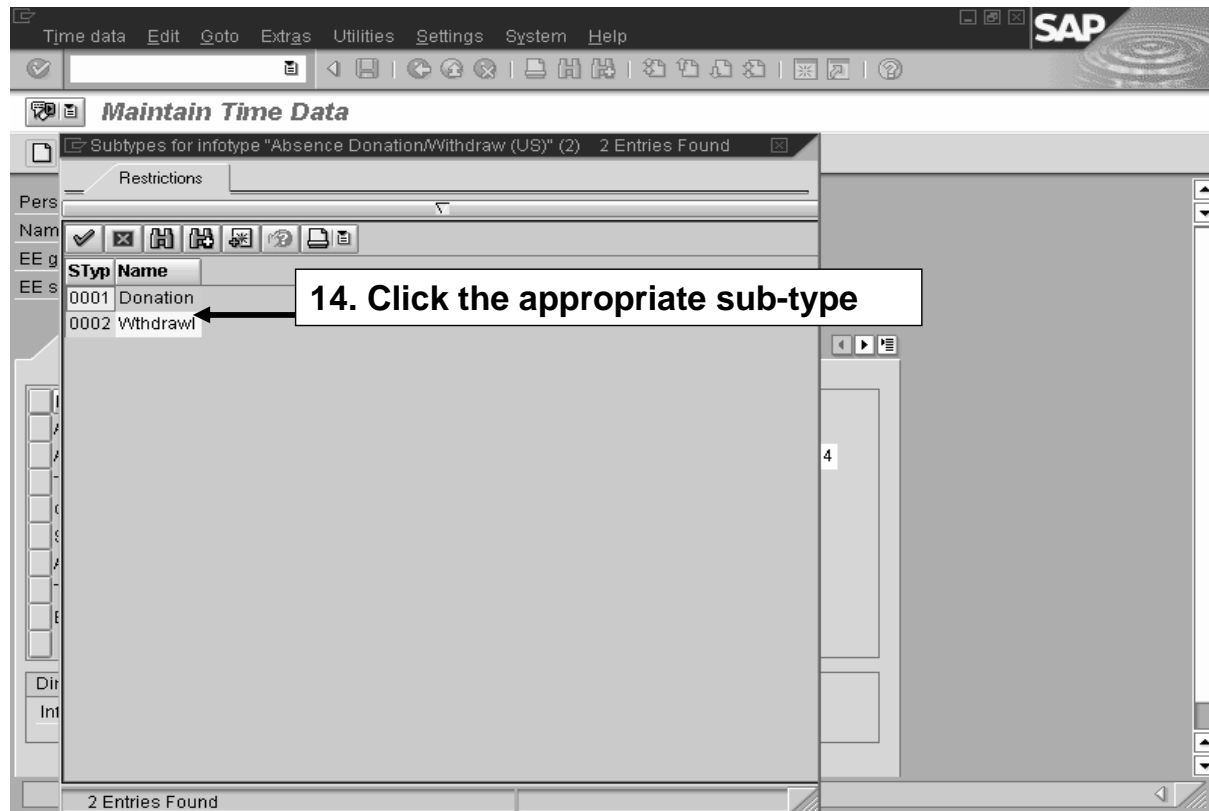
0002 Withdrawal – will be used to award catastrophic leave to employee.

This action will not be made available to the employee's quota balance until the next successful time evaluation run occurs and it will create a 2013 (Quota Correction) record for tracking purposes.

HRAPAY – 09/16/04

Award Catastrophic Leave

6-39

Award Catastrophic Leave

Choose catastrophic leave absence quota type when awarding leave to employee.

Award Catastrophic Leave

HRAPAY – 09/16/04

Award Catastrophic Leave

Note: The Home Pool will default based upon the pool selected in establishing the relationship.
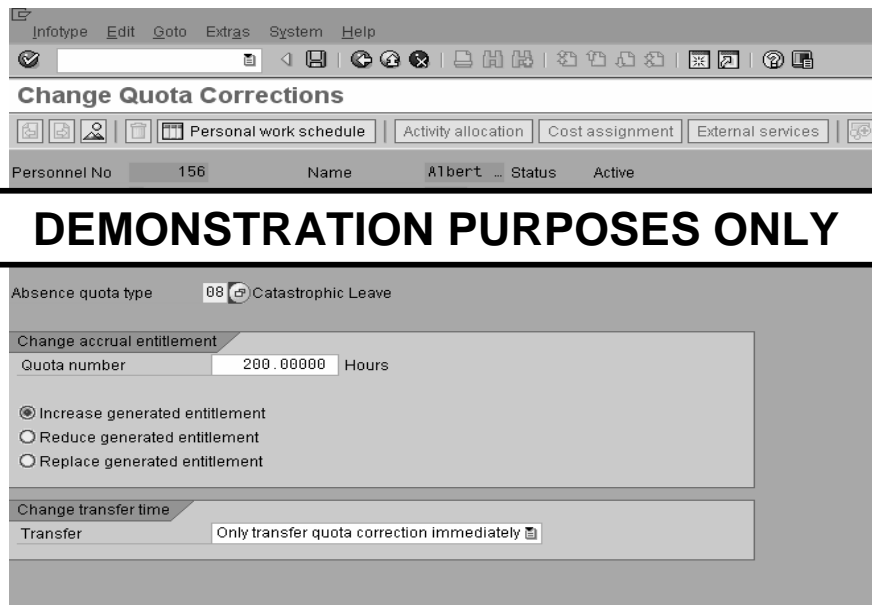
Award Catastrophic Leave

A successful time evaluation must be run in order for the hours to be made available in the employee's quota balance.

Once a successful time evaluation is run, the time personnel can enter CATL absence type in CAT2 to pay the employee.

HRAPAY – 09/16/04

Award Catastrophic Leave

After a successful time evaluation, a Quota Corrections Infotype 0613 may be viewed to verify the amount of leave transferred to the quota.

Demonstration

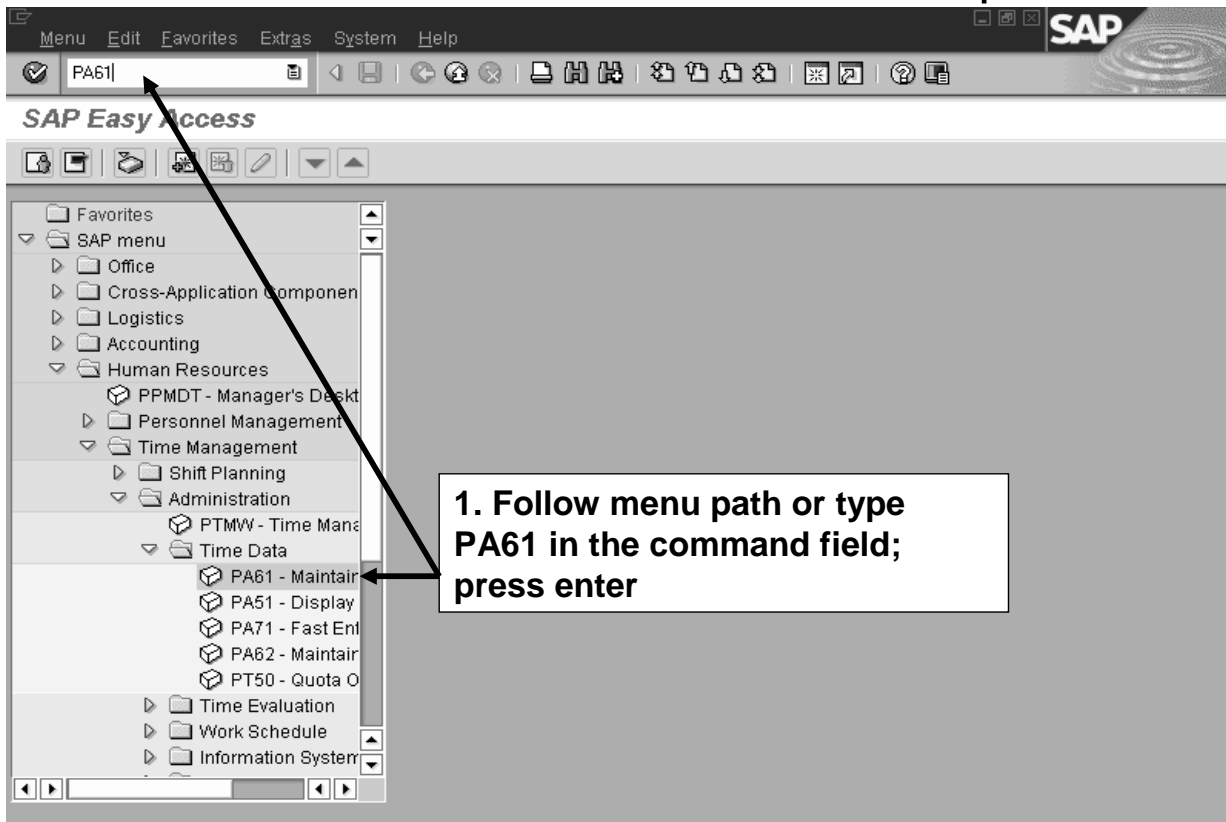## Transfer Accrued Leave to Catastrophic Pool (PA61)

6-45

EXERCISE SCENARIO

An employee has accrued sick and annual leave while on Catastrophic Leave. Process PA61 to transfer the hours back to the Catastrophic Leave pool.

6-46

When an employee is on catastrophic leave, which is paid status, they will earn annual and sick leave. This leave will have to be transferred from the employee's quota balance to the catastrophic leave pool.
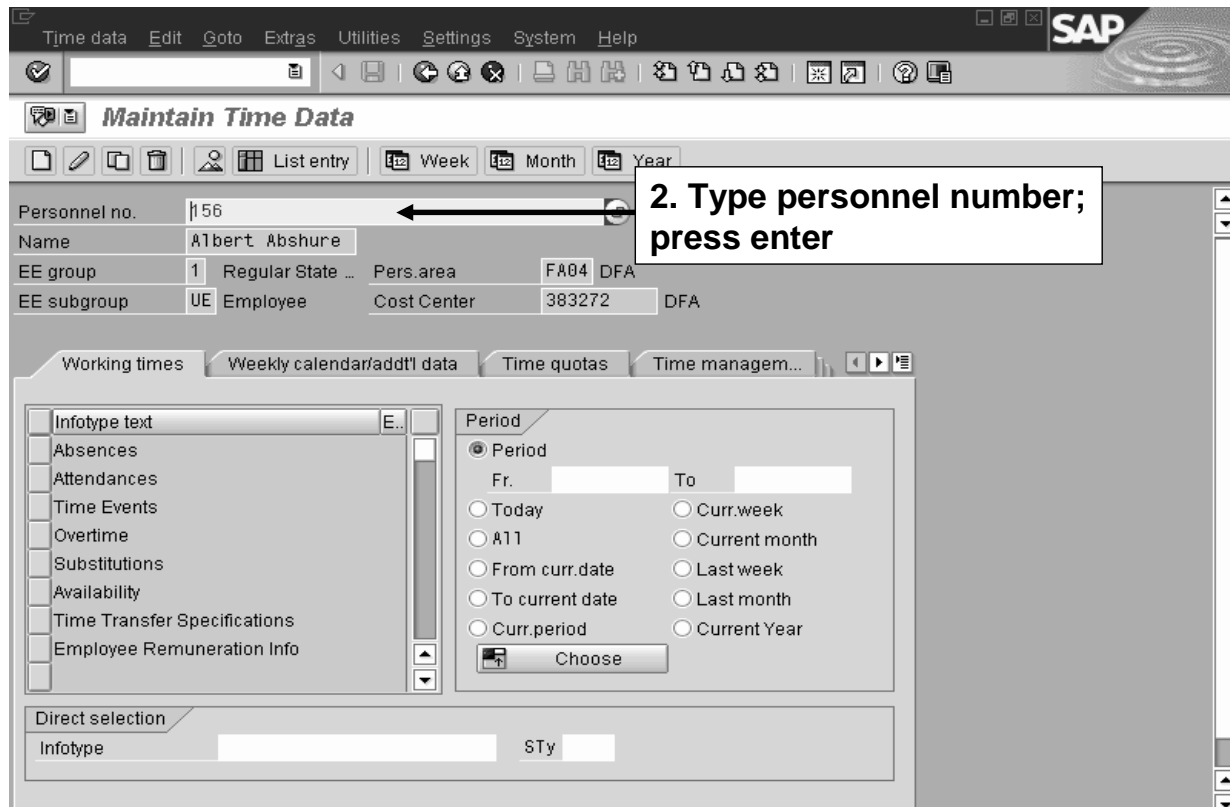
HRAPAY – 09/16/04

Transfer Accrued Leave to Catastrophic Pool

Menu   Edit   Favorites   Extras   System   Help

PA61

SAP Easy Access

- Favorites
- ▽ SAP menu
  - ▷ Office
  - ▷ Cross-Application Componen
  - ▷ Logistics
  - ▷ Accounting
  - ▽ Human Resources
    - PPMDT - Manager's Deskt
    - ▷ Personnel Management
    - ▽ Time Management
      - ▷ Shift Planning
      - ▽ Administration
        - PTMW - Time Mana
        - ▽ Time Data
          - PA61 - Maintain
          - PA51 - Display
          - PA71 - Fast Ent
          - PA62 - Maintain
          - PT50 - Quota O
      - ▷ Time Evaluation
      - ▷ Work Schedule
      - ▷ Information System

1. Follow menu path or type PA61 in the command field; press enter

6-47

The menu path is: Human Resources > Time Management > Administration > Time Data > Maintain.

Transfer Accrued Leave to Catastrophic Pool

2. Type personnel number; press enter

6-48

Always verify the employee's name before you process any master data changes.

Transfer Accrued Leave to Catastrophic Pool

3. Enter desired date in the From and To fields

4. Type 0613 in the Infotype field
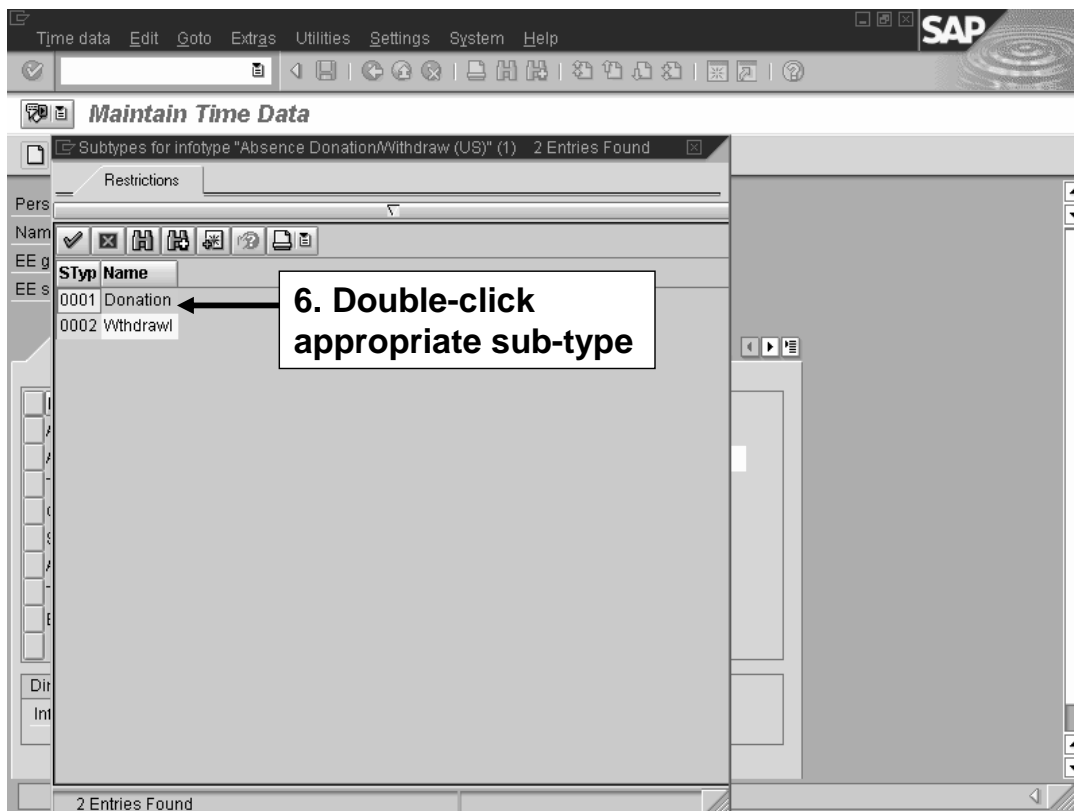
5. Click the drop-down icon

6-49

Use these steps to transfer accrued leave hours to the catastrophic leave pool.

The date in the From and To field must be the same.

Infotype 0613 is Absence Donation Administration US

HRAPAY – 09/16/04

Transfer Accrued Leave to Catastrophic Pool

0001 Donation - will be used when employee desires to donate annual or sick leave; transfer unused catastrophic leave back to pool; transfer accrued annual and/or sick leave back to leave pool.

This action will reduce employees quota upon saving. **A 0416 (Time Quota Compensation) infotype will also be created. This will not result in a payout to the employee.**

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Transfer Accrued Leave to Catastrophic Pool

7. Click to create

6-51

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Transfer Accrued Leave to Catastrophic Pool

8. Click the drop-down icon and choose appropriate absence quota type

6-52

Transfer Accrued Leave to Catastrophic Pool

Create Absence Donation Administration US

Personnel No	156	Name	Albert …	Status	Active
EE group	1 Regular State Em…	Personnel ar	FA04	DFA	
EE subgroup	UE Employee	SSN	777-12-4757		
Start	02/22/2009				

9. Type number of hours

Absence Donation Administration US

Abs.quota type   Annual Leave (252.00000 Ho …

Number/Unit   5

⦿ Home Pool

    Home Pool ID   Dept of Finance and Admin N1

◯ Foreign Pool

    Foreign Pool ID

6-53

These hours would be determined by the number of hours the employee accrued.

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Transfer Accrued Leave to Catastrophic Pool

Infotype   Edit   Goto   Extras   System   Help

Create Absence Donation Administration US

10. Click to validate

11. Click to save

Personnel   Name   s   Active

EE group   Regular State Em…   Perso   FA

EE subgroup UE Employee   SSN   777-12-4757

Start   02/22/2009

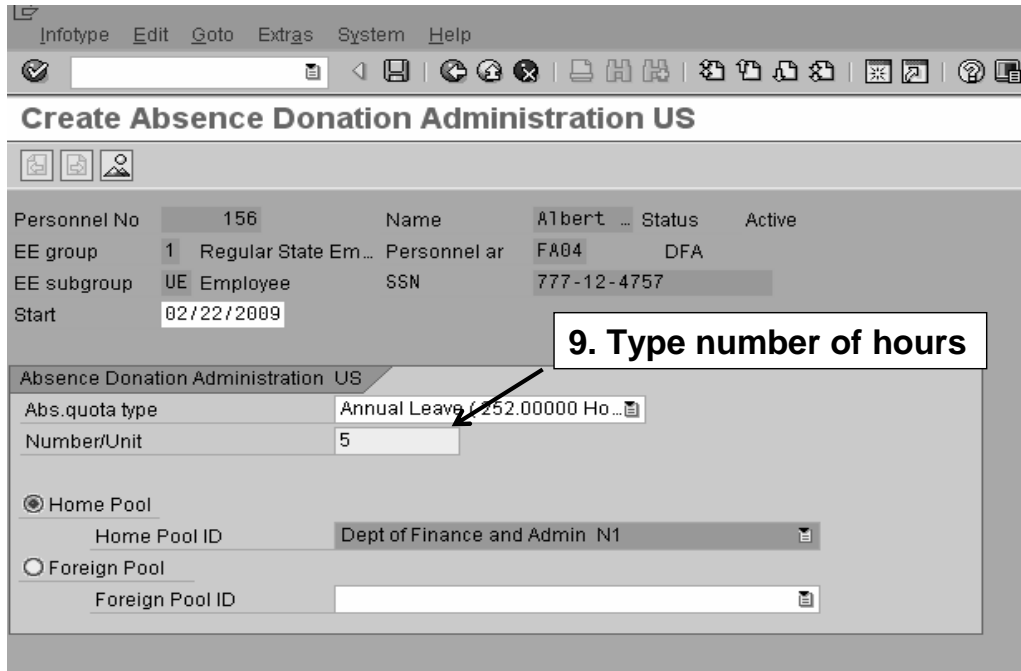Absence Donation Administration US

Abs.quota type   Annual Leave (252.00000 Ho…

Number/Unit   5

◉ Home Pool

    Home Pool ID   Dept of Finance and Admin N1

○ Foreign Pool

    Foreign Pool ID

6-54

Transfer Accrued Leave to Catastrophic Pool

6-55

Process steps 7 through 11 to transfer sick leave
quota type if applicable.

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Transfer Accrued Leave to Catastrophic Pool

The "Do not account" box will be checked upon default indicating the hours listed will not be compensated.

Transfer Accrued Leave to Catastrophic Pool

6-57

HRAPAY – 09/16/04

Demonstration

Transfer Unused Catastrophic Leave to Pool (PA61)

6-58

EXERCISE SCENARIO

The employee was granted 200 hours but only used 160. The remaining hours must be transferred back to the Catastrophic leave pool. Process PA61 to transfer unused Catastrophic Leave

6-59

Unused catastrophic leave should be processed in a timely manner.

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Transfer Unused CAT Leave to Catastrophic Pool

```
Menu   Edit   Favorites   Extras   System   Help                    SAP

⊘  PA61              ▣  ◁ | 🖫 | 🌍🔍⊗ | 🖨🗄🗄 | 🗗🗗🗗🗗 | 🔲🗗 | ⓘ🖳

SAP Easy Access

🗀 Favorites
▽ 🗀 SAP menu
   ▷ 🗀 Office
   ▷ 🗀 Cross-Application Componen
   ▷ 🗀 Logistics
   ▷ 🗀 Accounting
   ▽ 🗀 Human Resources
        ◈ PPMDT - Manager's Deskt
     ▷ 🗀 Personnel Management
     ▽ 🗀 Time Management
        ▷ 🗀 Shift Planning
        ▽ 🗀 Administration
             ◈ PTMW - Time Mana
           ▽ 🗀 Time Data
                ◈ PA61 - Maintair
                ◈ PA51 - Display
                ◈ PA71 - Fast Ent
                ◈ PA62 - Maintair
                ◈ PT50 - Quota O
        ▷ 🗀 Time Evaluation
        ▷ 🗀 Work Schedule
        ▷ 🗀 Information System
```

1. Follow menu path or type PA61 in the command field; press enter

6-60

The menu path is: Human Resources > Time Management > Administration > Time Data > Maintain.

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Transfer Unused CAT Leave to Catastrophic Pool

2. Type personnel number; press enter

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Always verify the employee's name before you process any master data changes.

Transfer Unused CAT Leave to Catastrophic Pool

Use these steps to transfer unused catastrophic leave hours back to the catastrophic leave pool.

The date in the From and To field must be the same.

Infotype 0613 is Absence Donation Administration US

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Transfer Unused CAT Leave to Catastrophic Pool

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0001 Donation - will be used when employee desires to donate annual or sick leave; transfer unused catastrophic leave back to pool; transfer accrued annual and/or sick leave back to leave pool.

This action will reduce employees quota upon saving. **A 0416 (Time Quota Compensation) infotype will also be created. <u>This will not result in a payout to the employee</u>.**

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Transfer Unused CAT Leave to Catastrophic Pool

Transfer Unused CAT Leave to Catastrophic Pool

8. Click the drop-down icon and choose Catastrophic Leave

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Transfer Unused CAT Leave to Catastrophic Pool

Infotype   Edit   Goto   Extras   System   Help

Create Absence Donation Administration US

Personnel No	156	Name	Albert …	Status	Active
EE group	1 Regular State Em…	Personnel ar	FA04 DFA
EE subgroup	UE Employee	SSN	777-12-4757
Start	02/22/2009		

Absence Donation Administration   US

Abs.quota type	Catastrophic Leave
Number/Unit	40.00 Hours

9. Type number of hours

- ◉ Home Pool
  - Home Pool ID   Dept of Finance and Admin N1
- ○ Foreign Pool
  - Foreign Pool ID

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Transfer Unused CAT Leave to Catastrophic Pool

Infotype   Edit   Goto   Extras   System   Help

Create Absence Donation Administration US

10. Click to validate

11. Click to save

Per	Name	Albert ... Status Active
EE group	T Regular State Em... Personnel ar	FA04 DFA
EE subgroup	UE Employee SSN	777-12-4757
Start	02/22/2009	

Absence Donation Administration US

Abs.quota type	Catastrophic Leave (200.000...
Number/Unit	40.00 Hours

◉ Home Pool
　　Home Pool ID　　Dept of Finance and Admin N1

○ Foreign Pool
　　Foreign Pool ID

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Transfer Unused CAT Leave to Catastrophic Pool

Time data   Edit   Goto   Extras   Utilities   Settings   System   Help

Maintain Time Data

List entry | Week | Month | Year

Personnel no.	156
Name	Albert Abshure
EE group	1 Regular State ... Pers.area FA04 DFA
EE subgroup	UE Employee Cost Center 383272 DFA

Working times | Weekly calendar/addt'l data | Time quotas | Time managem...

Infotype text	E...
Attendance Quotas	
Absence Quotas	✓
Quota Corrections	✓
Time Quota Compensation	✓

Period
- ● Period
  - From 02/22/2009 To 02/22/2009
- ○ Today   ○ Curr.week
- ○ All   ○ Current month
- ○ From curr.date ○ Last week
- ○ To Current Date ○ Last month
- ○ Current Period ○ Current Year

Choose

Direct selection
Infotype	Absence Donation Administrati...	STy	0001	Donation

Record created

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The amounts will transfer back into the catastrophic leave pool upon saving.

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Transfer Unused CAT Leave to Catastrophic Pool

```
  Infotype  Edit  Goto  Extras  System  Help                      SAP

  Display Time Quota Compensation
```

DEMONSTRATION PURPOSES ONLY

Personnel No				
EE group	1	Regular State Em…	Personnel ar	FA04 DFA
WS rule	MF01	5x8 Mond…	SSN	777-12-4757
Start	09/01/2004		Chg.	10/09/2004 DMHILL02

Comp. method   1800 Free Quota Compensation

Compensation specifications

Time quota type	08	Catastrophic Leave		Compensation using default ✓
Compensation rule	000			Manual compensation
No. to compensate		40.00000		
☑ Do not account				

Absence quotas

	ATy	Quota text	Entitl.	Unit	Comp.	Rem.	WT	Amount	Curr...	✗	Deduction
	08	Catastrophic Leave	200.00000	Hours	40.00000	0.00000		0.00		✓	08/02/2004

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Remember the hours listed is not a payout when the "Do not account" box is checked.

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